

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>FACILITIES</u> Use of School Facilities: Civic Center	825
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The Caswell County Civic Center serves the entire Caswell County Community as a regional cultural center and as a public facility for educational, civic, social, and recreational use.

The Caswell County Civic Center is available for rent by any individual, group or organization, subject to the rules and regulations approved by the Caswell County Board of Education.

All rental and other fees will be forwarded to the Caswell County Schools Finance Department for deposit **within 24 business hours**.

There is complimentary usage of the Civic Center facilities at the death of a current Caswell County Schools student or staff member if so requested by the family. Custodial fees will be charged if the facility is used after normal working hours.

POLICIES GOVERNING THE USE OF THE CIVIC CENTER

1. The Civic Center is available for use between the hours of 8:00 AM and 12:00 midnight. All activities must be scheduled through the Caswell County Schools personnel designated to schedule Civic Center activities. Rentals can be scheduled up to one year in advance upon receipt of the completed application and receipt of security deposit. Once approved the requested rental dates will be confirmed. Please refer to the online application and fee schedule.
2. County-based organizational activities shall have preference in scheduling. At the discretion of the superintendent or designee, and with sufficient advance notice, public bookings may take precedence over daily academic/rehearsal use. Scheduling for use of the Civic Center on a regular basis by any group must be approved by the Caswell County Schools superintendent of designee.
3. Groups using facility must accept responsibility for facility reserved. Groups must clean their areas after each use and leave as found: The security deposit will be refunded if areas are left as found. A reimbursement for cost of furniture, utensils, or equipment misplaced, destroyed or damaged will be charged. Under no circumstances may Civic Center property be removed from the premises.
4. The Caswell County Civic Center kitchen and its "household grade" appliances are offered and provided as a courtesy/convenience only - to assist with food service preparation and/or warming - and is NOT to be construed as a licensed, health department approved catering kitchen with commercial appliances for cooking and

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food preparation. State law requires catering and/or food prepared for the general public for sale or hire must be cooked in a licensed, health department inspected kitchen on approve appliances, and that any and all caterers serving the public be licensed, health department approved and inspected. It is the renters/users responsibility to insure that caterers engaged for Civic Center functions are duly licensed and health department inspected, and that any and all food items served and/or offered for sale are prepared in licensed, regularly inspected, health department approved kitchens. The user will be responsible for furnishing all materials needed for dishwashing; cooking, etc.

**Special Note for Non-Profit Groups:
State Statute 130A-250, Exemptions (7)**

Establishments (i) that are incorporated as nonprofit corporations in accordance with Chapter 55A of the General Statutes or (ii) that are exempt from federal income tax under the Internal Revenue Code, as defined in G.S. 105-228.90, or (iii) that are political committees as defined in G.S. 163-278.6(14) and that prepare or serve food or drink for pay no more frequently than once a month for a period not to exceed two consecutive days, including establishments permitted pursuant to this Part when preparing or serving food or drink at a location other than the permitted locations. A nutrition program for the elderly that is administered by the Division of Aging of the Department of Health and Human Services and that prepares and serves food or drink on the premises where the program is located in connection with a fundraising event is exempt from this Part if food and drink are prepared and served no more frequently than one day each month.

5. Outdoor grills, barbecue cookers, etc., are permitted only on paved areas outdoors and must be approved prior to the activity. Under NO circumstances are they permitted on the grass or sidewalks.
6. All youth groups, 21 years of age and under, must have chaperones, one of whom must come to the ~~Director~~ superintendent or designee and sign that he/she will be responsible for conduct and damages. No one under the age of 21 will be permitted to lease the facility for any purpose.
7. Dances for persons under 21 years of age, which are open to the public, **are not** permitted in Board of Education owned facilities.
8. The renter shall be responsible for the cost of all personnel necessary for operation and security within the facility and its environment. A bonafide school system employee must be on duty at all times and paid by the group. Money for the salary

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must be forwarded to the Caswell County Finance Department for payment of salaries.

9. The superintendent or designee reserves the right to refuse or cancel applications and permit for use if, in his/her opinion, it is in the best interest of the public to do so.
10. There is a non-negotiable CANCELLATION FEE on all bookings. If an individual or organization does not cancel and does not show for a scheduled booking, the entire rental charge will be assessed. CANCELLATIONS made with less than thirty (30) days' notice will result in forfeiture of the entire security deposit. The only exception is for major weather emergencies.
11. Upon occupancy of the building, the intended user shall notify the Civic Center Rental designated staff of any damages, deficiency, or similar fact observed by him, either in the building or on the grounds, so that such might not be attributed to the user in the course of occupancy.
12. No alcoholic beverages shall be served in the building or on the premises, and no one shall be admitted who has been drinking elsewhere. There shall be no drugs or illegal substances, gambling, or vulgar language use at any time. Similarly, no weapons or firearms, WHATSOEVER will be permitted on the premises at any time. Violators of policies prohibiting alcohol, drugs, and firearms are subject to arrest under existing state law.
13. Pursuant to current federal regulations, the Caswell County Civic Center is a smoke-free facility. The use of any and all tobacco and vaping products within the facility is strictly prohibited.
14. NO TAPE, nails, screws, or fixtures of any kind may be driven or applied to the walls, woodwork, floors, or ceiling without written permission of the superintendent or designee.
15. The Civic Center reserves the right: to sell all concessions within the building; to prohibit the importation of food or drink from outside the building; to prohibit food or drink in specified areas; to prohibit any and all sales within the building without prior consent of the superintendent or designee; and collect a commission on said sales.
16. In renting, leasing, or making available for use of the Civic Center facilities, the Board of Education assumes no responsibility (a) for loss of or damage to any property placed on the premises by the renter, user, lessee, or (b) for loss or damage of any property or personal effects, including motor vehicles and their contents of

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the user, renter, or lessee, its members, employees, agents, participants guests, or attendees.

17. Users shall indemnify and save harmless the Caswell County Board of Education from all loss, damages, cost and expense arising out of liability, or claim of liability, for injury and damage to persons or property sustained or claimed to have been sustained by anyone whosoever, by any reason of the use or occupation of the Caswell County Civic Center, whether such use or occupation is authorized or not, or by any act or omission of User group or any of its officers, agents, employees, guests, patrons, invitees, attendees, or licensees, and user group shall pay for any and all damage to the property of the Caswell County Civic Center, or loss of theft of such Civic Center property, done or caused by such persons.
18. Lighting and sound personnel for the Civic Center must be obtained from the approved technician list provided by Caswell County Schools. An approved technician MUST be present for all performance events utilizing house sound, lights, or stage equipment.
19. Commercial use, by a private business or for-profit organization, on a regular or on-going basis, is not permitted. No private business or commercial enterprise may be based or operated in the building or on the grounds of the Caswell County Civic Center.
20. Rental contracts and fee schedules for profit and non-profit organizations can be located on the Caswell County Schools website at www.caswell.k12.nc.us